



**How to use the IDA
Portal/My
Membership Section
of website**

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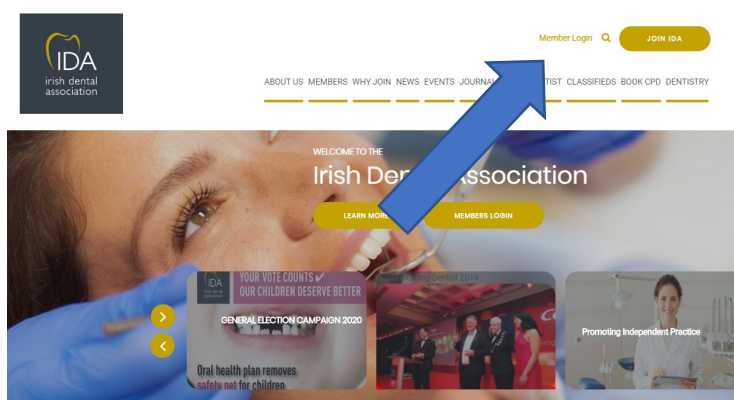
What is the Portal

The portal or My Membership Section of our website very simply is the method in which members can log in and amend/edit or add details associated with their own individual IDA membership. For example, if you have changed phone number or have a new email address, you can log on and amend this yourself as opposed to contacting IDA House to do for you.

By logging on you can amend your Find a Dentist details also. Your annual membership invoice is viewable and printable and you can also print an up to date IDA membership card so you can avail of various IDA discounts.

Log into the website/portal

In order to access the IDA portal, you must first log into the IDA website. Visit www.dentist.ie and choose 'Member Login' on the top right of the screen.



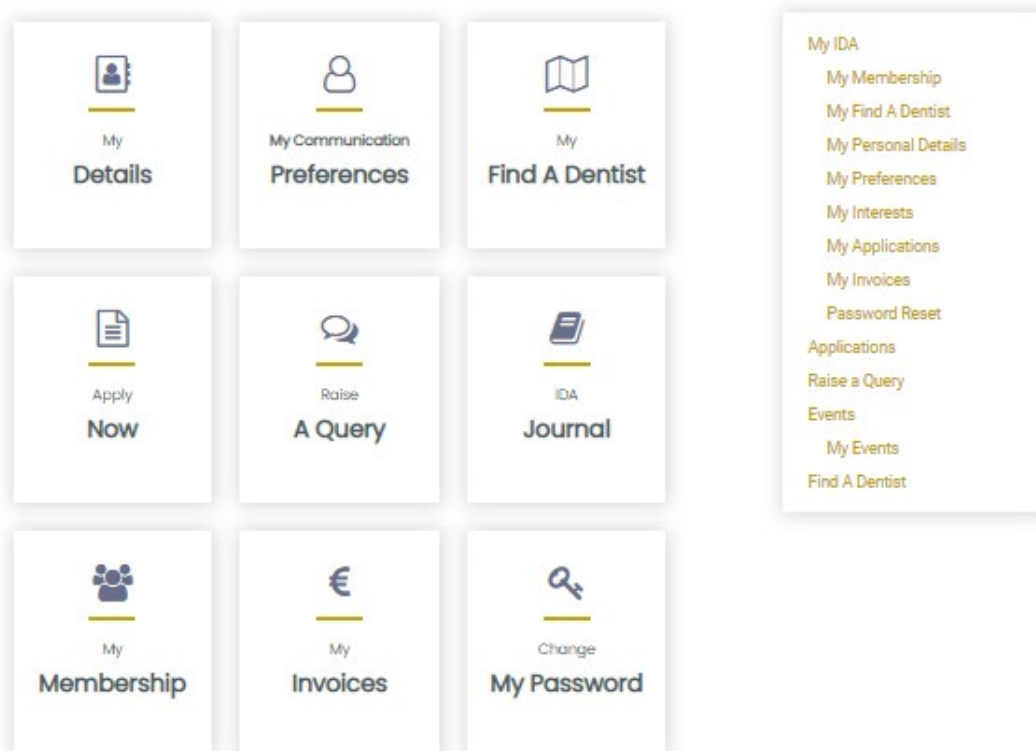
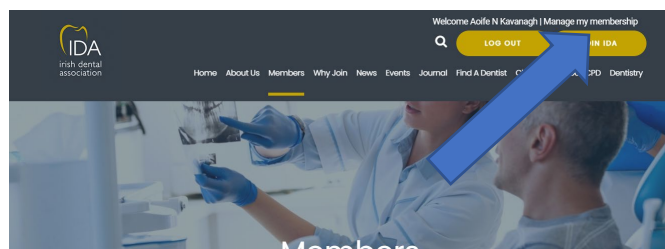
Enter your log in details

You must enter your IDA username and password to gain access to the website and portal. This username and password was created when you were given access to the new portal. If you cannot remember your username, click the forgot password button and enter your email address. If you cannot remember your password, click the forgot password button and enter your username. You will receive an email to reset, please make sure to check your spam for this.



Manage my membership

Once you are logged in, you will see 'Manage my membership' in the top right hand corner of the screen. To access the portal, click on this and you will be able to manage all of your details.



My details

Here you will be able to update your personal details such as name, address, contact details, etc.

My communication preferences

This will allow you to update how the IDA communicates with you. You can choose to be contacted by email or phone, and update how you receive the journal here.

[My find a dentist](#)

Here you can add your find a dentist details so that members of the public looking for a dentist can see your practice contact details. if you have multiple practices, you can add them all in here, make edits to existing practices or delete your information from the directory if desired.

[Apply Now](#)

Apply now allows non-members to apply to become a member of the Irish Dental Association online and streamlines the application process. This will not apply to current members.

[Raise a query](#)

Here, you will be able to submit a query you have to IDA via the portal. You will be asked to choose a related subject and then fill in the details of your query. This will then be directed to the relevant member of staff within IDA who will respond to you on this.

[Journals](#)

Here you will be able to view previous issues of the IDA Journal. You can also do this on the IDA website.

[My membership](#)

Under my membership, you will be able to view your current membership status, as well as view and download your membership card, view payment history and update your membership regions.

[My Invoices](#)

Invoices for your membership will be kept here. You will be able to view past invoices as well as current invoices. Here you will also be able to pay for outstanding invoices by Credit/Debit card.

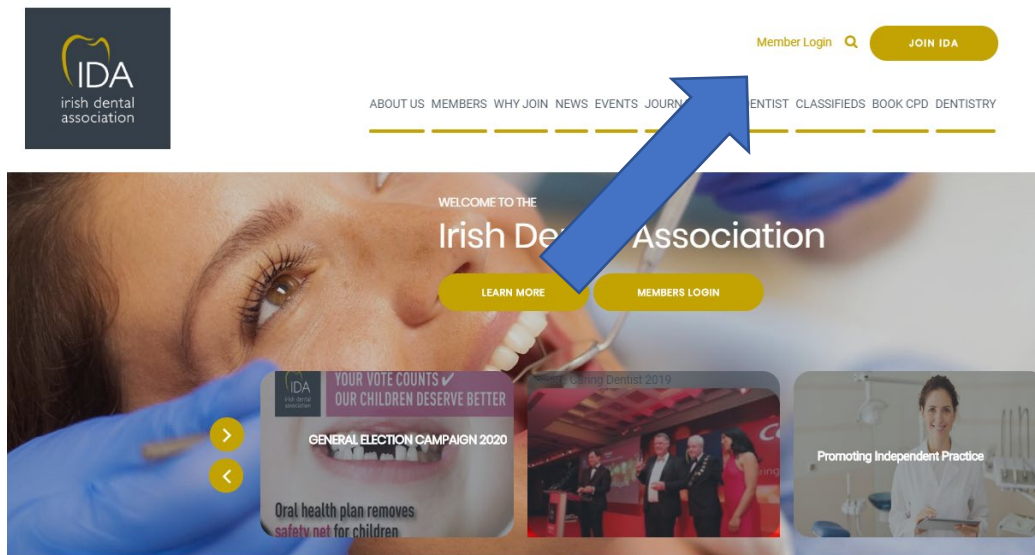
[Change my password](#)

You will have full control over your password to the IDA website/portal. You can change your password here at any time by entering your current password and the new desired password. Please note, passwords cannot contain any special characters such as !, %, ? etc.

Booking CPD Events

Log into the website

In order to register for events, you must first log into the IDA website. Visit www.dentist.ie and choose 'Member Login' on the top right of the screen.



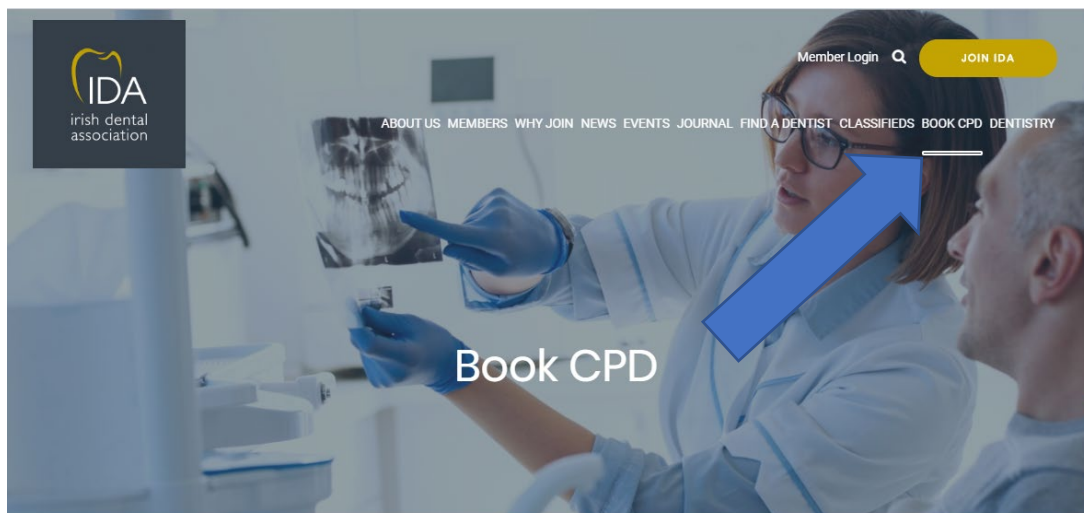
Enter your log in details

You must enter your IDA username and password to gain access to the website and be able to register for events. You can request a new password via the forgotten password link if necessary.



Go to 'Book CPD' Tab

Once you are logged in, you can now book events. Choose 'Book CPD' from the menu bar and choose the 'Book Online' button on the page. You will then be redirected to the CPD website. Please note, you may be asked to sign in again, please use your EMAIL address and password to log in. You can also request a password reset if you are not sure of the password.



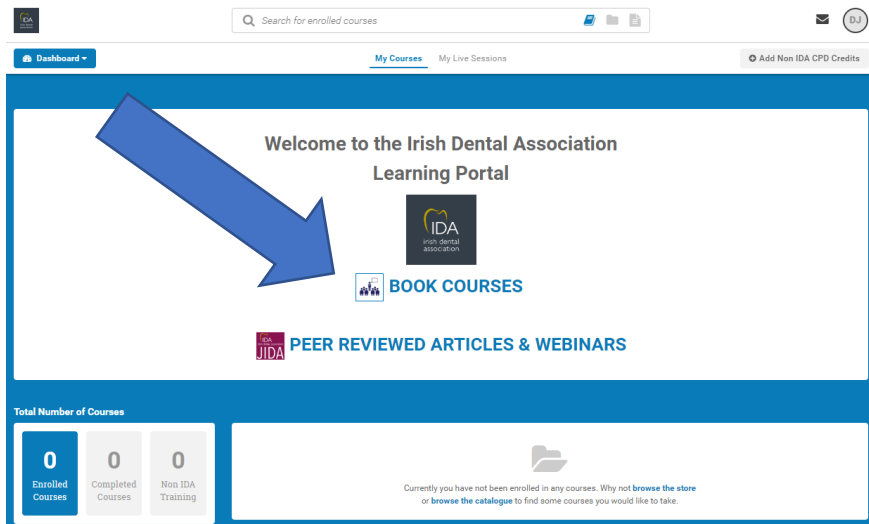
YOU ARE HERE: [BOOK CPD](#)

The Irish Dental Association have now launched their new online learning Management system To access the system click the button below.

[Book Online](#)

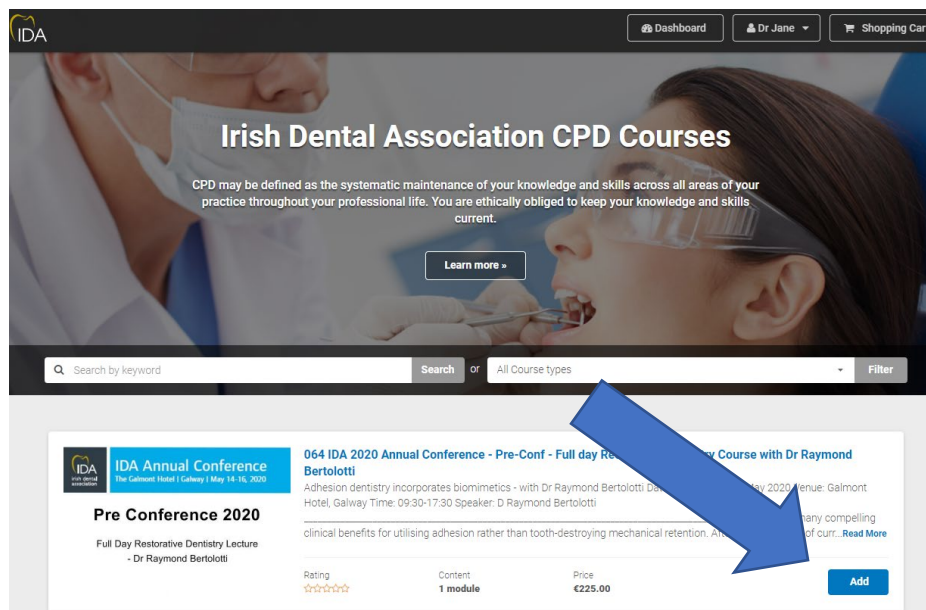
You are now on the CPD website

You will now be brought to the CPD portal where you will have to sign in again. You will need to use your email address and password. If you do not remember your password, please use the password reset button. Here you can see courses that you are booked onto and have completed in the past. You will also have access to journal articles and webinars as well as the events store, which is where you will go to book events, so you will need to click on the 'Book Courses' button.

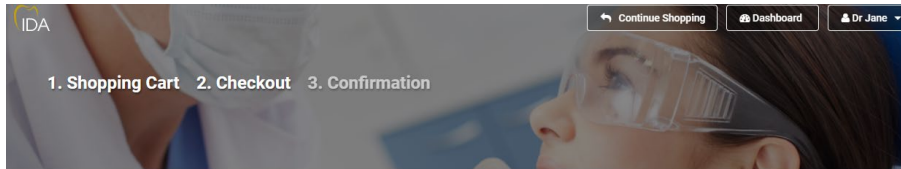


Booking and paying for your course

Once on the event store, you will see all available events and courses. Once you have found your desired event, click 'Add' and this will add the chosen course to your shopping cart.



Once you have added all desired courses to your shopping cart, you are now ready to pay. Click on the shopping cart in the top right of the screen and you will be brought through the process of payment.



Payment

Name on Card

Card Number

Expiration (MM/YY) **CVC [What's this?](#)**

[Do you have a Coupon Code?](#)

Subtotal:	€225.00
Total:	€225.00

Next Step: Confirmation

Selected location: Ireland

[If you want to cancel this order click here](#)



Ways to pay?

We accept Visa, MasterCard and American Express credit cards as ways to pay.

Once payment is made, you will automatically receive a receipt and confirmation email to the email address connected to your account.

**If you experience any difficulties when booking, please call Aoife on 012950072.*